

Presented at Meeting

DRAFT

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1. ORGANIZATION OFFICE OF COMMUNICATIONS ORDERS

1.9 BOARDS, COMMITTEES, AND GROUPS

*1.9.5 TEST EQUIPMENT WORKING GROUP

A. MISSION

The OC Test Equipment Working Group (TEWG) is responsible to Chief, Communications Engineering for the following:

1. Review definitive test and measurement requirements and establish specifications for communications system related test equipment based upon requirements solicited by various OC components of DDA, DDI, DDO and DDS&T.
2. Establish and maintain an adequate test equipment evaluation program whereby the TEWG shall have the responsibility and authority to task appropriate OC components with technical/operational assessment of specific test instruments.
3. Establish the requirements and specifications for selection and evaluation of calibration equipment necessary to support approved test instruments.
4. Establish and maintain a procedure whereby the Test Instrumentation Catalog is reviewed and updated to reflect the latest standards.
5. Submitting to the OC Equipment Board documentation relating to:
 - a. Justification for the procurement of new test equipment.
 - b. Justification for selection of improved or extended capability replacement equipment.
 - c. Tasking non-DDA components with performing technical/operational evaluation of test equipment.
 - d. TEWG meeting proceedings.

*Revised: 11 November 1975

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A. MISSION - contd

6. Establish and maintain an adequate budget to support the mission of the TEWG.

B. ORGANIZATION

1. TEWG will consist of one prime member, and an alternate member, from OC-E/SED/FAB/ES, OC-E/SED/SYB, OC-E/ESD/TSB, OC-E/CED, OC-C [REDACTED] OC-CS, OC-S/CMD/WCS, OC-E/MSB, DDS&T-OEL/CS, DDO-DIVD/TSG, and DDI-FBIS/ES. Members shall be appointed by the Chiefs of the respective divisions. Chief, OC-E shall appoint one of the members to be Chairman.

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2. Members may be assigned by the direction of the Chairman to a sub-group of the TEWG. A sub-group may be tasked with certain obligations which relate to the overall mission of the TEWG.

3. Each member of the TEWG shall be responsible for presenting to the TEWG any measurement or test equipment requirement from their division.

C. PROCEDURES

In order that the TEWG can meet its mission responsibilities, the following procedures will be used:

1. OC components with a particular testing and/or measurement requirement shall refer to the Test Instrumentation Catalog to determine if an instrument in the manual will fulfill the need. In the event a requirement cannot be satisfied from the catalog, a detailed description of the need shall be submitted through a division's TEWG representative for submission to the TEWG for review and recommendations.

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C. PROCEDURES - contd

2. The TEWG is authorized to task appropriate components through OC-E or the Equipment Board with the responsibility of conducting market surveys, file researches, technical/operational evaluations, equipment leasing, external contractors support, etc., in an endeavor to satisfy the customer.
3. The TEWG shall be kept informed of measurement requirements for the purpose of establishing coordinated test equipment support for new OC equipment and/or systems being considered, purchased or evaluated by the OC components.
4. One-time test equipment procurement actions will be exempt from TEWG. Users shall advise TEWG concurrent with procurement of single issue equipment.

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